Innovative Collaborative Rockstar to Engage in Forest Service Training Work



Project Title	Innovative Collaborative Rockstar to Engage in Forest Service Training Work
Project Summary	Deep dive into important behind the scenes work of the Forest Service by assisting the national office with various environmental analysis training duties. If you like collaborating, discussions, writing, technology, training, organization, innovationa mix of interesting workthis is for you!
Country	United States

Project Description

Help the Forest Service by assisting with the development and organization of various training materials; development of and refining project/administrative record information and organization (organization for important records); helping host and document meetings; cleaning up and improving various documents and materials; assisting with sharing information and outreaching for information; assisting with improving new tools to automate some of our work; compiling/formatting/organizing/collaborating on resources; giving ideas; helping host digital trainings/info sharing; and more! This is an area where you can make a difference for many units and personnel across the agency for years to come and for our Forest Service public lands while at the same time gaining insight into an area that many only receive on the job.

This work involves unique projects that would allow students some solid experience in an area that nearly all employees in the National Forest System from district to national level will work with at some point in their careers. Work on this project will likely allow you to become familiar with resources related to projects and environmental analysis processes, which comprise a large percentage of work among positions in the National Forest System, and provide possible opportunities to communicate with personnel across the agency to learn about agency operations in the environmental analysis arena. Students are likely to learn some important things about records requirements, environmental analysis, internal review processes, some Forest Service computer programs/systems; how different office levels operate, their needs, and ideas; and gain insight into challenges and solutions in the agency in these areas.

Required Skills or Interests

Skill(s)
Coding
Data analysis

Data visualization
Design thinking
Editing and proofreading
Educational design
Graphic design
Research
Software development
Storytelling/blogging/vlogging
Survey / polling design
Videography
Website design

Additional Information

A mix of the skills listed above would be great for this position though not all are required, and additional skills are always welcome! A few more specifics of what we're looking for: solid organization; self-motivation; good coordination and people skills/enjoys outreaching to and talking with others; fast typing/thorough meeting notes abilities; professionalism; some skills with computer systems, particularly Microsoft programs; ability to learn processes quickly; interest in technology; creativity; programming helpful but not required. Some presentation abilities, such as in PowerPoint and formatting in Microsoft Word would be useful. Knowledge of Excel operations/VBA useful, but not required. Any skills in design certainly appreciated. Education level preferred is a junior or senior year in an undergraduate program or a graduate program but this is not a requirement if you can demonstrate good skills in the areas outlined as needed.

Language Requirements

None